

Terms and Conditions of Use
Listed reading room - Institut français du Royaume-Uni
17 Queensberry Place - SW7 2DT

Nature of the event.

The listed reading room can accommodate meetings, conferences, round tables and acoustic concerts. Other areas of the Institute can be hired in addition, to accommodate a coffee break, a buffet or a cocktail (following a conference for example), or to serve as a cloakroom.

In the interests of preserving the classified wooden floor of the reading room, we do not accept bookings for dance events and food and drinks are strictly prohibited (with the exception of bottled water).

Set-up and format conditions

Technical characteristics

Depending on the nature of the event, the reading room can accommodate:

- 100 people standing (excluding furniture)
- 80 people in conference and round table format as well as for acoustic concerts (80 chairs, carpet)
- 20 people in meeting format (10 folding double tables, 20 chairs, carpets)

The technical set-up comprises:

- 1 complete sound system (including four point surround sound and an 8-track mixing desk)
- 4 wireless handheld mics
- 1 sound recorder
- 1 HD-ready video projector
- 1 screen
- 1 portable laptop

These technical facilities are intended for the reading room only and cannot be moved.

Additional spotlight projectors are potentially available:

Maximum power 2x32A / DMX cable/connection and 12 (CEE17) sockets in the room

The room has no dimmer, spotlight lights or dedicated lighting console.

Any additional requirements must be submitted to the Secretary General along with a draft timeframe of the installation, in order to determine the start time of the event.

The full complement of technical equipment is included in the rental rate.

Any additional technical request will be subject to a charge, to be made by the event organiser.

The technical team of IFRU must be informed of all technical requirements at least three weeks prior to the event. The files to be projected (documents, videos ...) must be sent at least a week in advance to allow for testing. Most playback formats are available (Powerpoint, PDF, mp4, mp3 ...).

If the organiser wishes to use their own laptop, it must support HDMI or VGA.

NB: The technical equipment conceived for use in the reading room must be handled by a technician of the French Institute.

Human resources

Depending on the format of the event, the availability of the venue allows for the assignment of an IFRU officer who is responsible for:

- the opening and closing of the site
- supervision of the room (security of goods - material and collections - and the public)
- the configuration of the space and the technical aspects, before and during the event as appropriate

Human resources are included in the rental rate.

Reception desk

It is possible to arrange a space at the IFRU reception desk for the greeting and registration of participants/guests.

Signage

All fastenings, hangings and display materials are subject to prior agreement.

Hire charges

HIRE CHARGES* (INCL. VAT)

Minimum slot: 2 hours

	Mon	Tue	Wed	Thu	Fri
10.00am to 7.00pm	£400/h	–	–	–	–
10.00am to 12.00pm	–	£400/h	£400/h	£400/h	£400/h
7.00pm to 10.00pm	£600/h	£600/h	£600/h	£600/h	£600/h

Weekend slots: contact us to get a quote

**tariff valid from the 1st January 2017.*

Booking instructions

All booking requests should be made via Pauline Bonnin of the General Secretariat: pauline.bonnin@institutfrancais.org.uk. The bookings must specify the date, the reservation slot, the purpose and format of the event, the number of participants or guests expected, any additional spaces envisaged, the first stages of the desired technical plan; and must be outlined at least 1.5 months before the desired date of the event.

The times of use of the reading room are defined at the time of booking, and cannot be modified during the course of the event. They must factor in the time required to set up and clear the space.

Venue hire is granted for a minimum of 2 hours: outside the public opening hours of the Médiathèque (see table above), and during the opening hours of the Institute (10:00-21:30 except during the holidays).

Any booking requests that fall outside the scope of these timeframes should be considered by the IFRU General Secretariat as it will give rise to an increase to cover, in particular, the additional staff costs.

Financial provisions

An invoice shall be issued after signature of the two parts of the supply agreement. Payment should be made upon receipt of the invoice. If it is not settled the day before the event, the IFRU reserves the right to cancel the rental without compensation.

If the organiser cancels the event less than one month in advance, a cancellation fee of 50% of the rental rate will be charged.

Security

The French Institute is a designated no-smoking area.

Deliveries

The reception desk of the French Institute only accepts deliveries whose details (day of delivery and content) will have been communicated to Pauline Bonnin in advance. They must take place during the opening hours of the Institute and preferably on the day of the event. The name of the sender and the name of the consignee must appear clearly on the package. Deliveries not complying with these regulations will be refused.

If external technical material is used for the event, it must be delivered on the day of the event and recovered at the end of the event. Under no circumstances may it be stored on the premises of the French Institute overnight.

Capacity

For safety reasons, the maximum room capacity must be adhered to (including organisers and IFRU staff). Access to the mezzanine is strictly prohibited, as are the other spaces within the library, whose doors must be closed before the start of the event.

Health and safety

In case of emergency, the organiser of the event is responsible for the evacuation of its guests.

They must ensure that they are familiar with:

- the number of people present in the space, this information proving to be vital for emergency services

- the location of the emergency exits and the official meeting points located on the sidewalk, in front of the French Institute on Queensberry Place
- the location of fire extinguishers

At the official meeting point, they liaise with the designated fire marshal of the IFRU who collects the information and communicates it to the firefighters.

For further details on health and safety procedures, the event organiser should contact Cécile Dominique, Deputy Secretary General of the IFRU.

Responsibility and insurance

An inventory will be made before and after the event. Any degradation of the reading room and property attributable to speakers or guests will be invoiced to the event organiser to cover the replacement costs.

The organiser must be insured.

The French Institute cannot be held liable for theft or damage to the personal property of participants in the event.